

14 January 1958

MEMORANDUM FOR: Chiefs, FBIS Field Bureaus

FROM: Chief, FBIS

SUBJECT: Letter of Instruction - Part I

EDITORIAL COMMENT

1. General

a. Daily Report Supplements issued:

(1) 3 December - Report by Wladyslaw Gumulka on the Moscow Conference of Communist and Workers Parties.

(2) 5 December - Lao Jo-yu Report to the Eighth All-China Congress of Trade Unions.

(3) 10 December - Report by Todor Zhivkov, First Secretary of the Bulgarian Communist Party Central Committee, to the Fifth LCAF Conference.

(4) 23 December - Foreign Policy Speeches by N. S. Khrushchev and A. A. Gromyko and text of Supreme Soviet Foreign Policy Decision at the USSR Supreme Soviet Session on December 21, 1957.

(5) 23 December - World Radio and Press Reaction to December 1957 NATO Conference in Paris.

b. Services rendered U. S. representatives to the Paris NATO Conference 16-18 December included three propaganda reports prepared at headquarters and roundups, digests and texts of important items furnished daily by the London Bureau.

c. The first revision and expansion of the Editorial Handbook has been tentatively scheduled for 1 April 1958. So that the opinions and suggestions of all field bureaus can be considered and coordinated, it is requested that contributions from the field be forwarded to headquarters by 1 March 1958. On the basis of our experience thus far with the Handbook it seems unlikely that there will be any radical alterations in matters relating to style and format. However, the Handbook will be substantially enlarged by the inclusion of sections spelling out the functions and responsibilities of the FBID Operations Office, B-Wire and the Radio Propaganda Branch, and detailing the field's role in the fulfillment of these responsibilities.

d. Substandard translations are a source of perennial concern and suggest the need of continual editorial attention. It is recognized that quality of the original translation and volume pressures limit the degree to which editors can rework and refine translations, but care should always be exercised to emend obscure or meaningless passages. Handbook guidance should be sought on the proper editing of transmissions in English.

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2. Mediterranean Bureau

All those concerned with the processing of the Anton Yugov election speech of December 18 are to be commended for a highly professional product.

3. Austrian Bureau

Use of the adjectival form "voivodship" is recommended rather than "provincial" in Polish scrutiny items.

4. West Coast and Okinawa Bureaus

When possible the headings of Communist Chinese briefs should include the name of the region concerned to facilitate publication and as an aid to readers. Thus it is much better to head an item "Shantung Radio" than to label it "Radio Rediffusion Stations," and "Shensi Flood Control" is better than "Spring Flood Prevention."

5. Okinawa Bureau

a. All mentions of Communist Chinese military units and military terms, when translated from the Chinese, should be accompanied by a parenthetical indication of the Chinese numeral code verification. Military terminology that is unverified almost always elicits consumer queries.

b. The bureau's coverage of the recent critical events in Indonesia and the elections in Thailand was timely and extensive. While it was not possible for the DAILY REPORT to publish the Thai items as fully as those covering the Indonesian events, this does not detract from their usefulness nor minimize the commendable initiative demonstrated by the bureau in adjusting rapidly to the increased need for Thai materials.

SUPPORT OF RADIO PROPAGANDA BRANCH

1. Special support from the field was reflected in a report on Soviet and Satellite press treatment of the Yugoslav and Albanian National Days, based on an FYI prepared by the Austrian Bureau, and in a detailed analysis in a regular publication of the manner in which Yugoslav media sanitized the 12-party declaration signed by the bloc leaders in Moscow. Press scrutiny as well as broadcast materials were used in a report on Polish and Yugoslav differences with Moscow and Peking at the Moscow communist summit conference, and in a background report on the conflict between Soviet army and party interests that underlay the purge of Zhukov.

2. Compilers of Soviet commentary lists should be careful not to confuse home service broadcasts with the broadcasts from Moscow in Russian to the Soviet Far East. The broadcasts to the Soviet Far East are at 0001, 0100, and 0200. Some of these have recently been designated erroneously as "home" on the commentary lists.

ROGER G. SEELY
Chief, FBIS

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14 January 1958

MEMORANDUM FOR: Chiefs, FBIS Field Bureaus
FROM: Chief, FBIS
SUBJECT: Letter of Instruction - Part II

GENERAL

1. Preparations have been largely completed for the mid-January activation of Phase II of the allocated circuits plan, including installation of additional equipment and rewiring of the headquarters comcenter. Installation in Europe of the connecting landlines from London has been completed. Activation of this phase will provide a total of one eastbound and three westbound trans-Atlantic channels for the exclusive transmission of FBIS traffic to and from the London, German, Austrian and Mediterranean Bureaus and to the BBC. Patching at Heidelberg and Orleans will permit instantaneous communication between the London and headquarters comcenters. Phases III and IV, which are expected to be operative by 1 April, will provide similar facilities between headquarters and Tokyo.

2. The Engineering Staff successfully completed basic experiments proving the feasibility of a remotely tuned loop antenna. Efforts will now be directed toward developing a prototype model capable of remote tuning and rotation. It is believed such an antenna will be useful as a direction finder and interference rejector on the medium wave band.

3. Radio Propaganda Reports published in December:

a. "The Communist Summit Conference: Polish and Yugoslav Differences with Moscow and Peking." A copy was sent to the U.S. delegation at the NATO summit meeting by State Department OIR/DRS; advance copies were furnished to RQM/OIS, on request.

b. "Soviet and Satellite Press Treatment of the Yugoslav and Albanian National Days," based on a study prepared by the Austrian Bureau.

c. "New Respectability for Lysenko and His 'Materialist' Biology".

d. "Some Issues in the Purge of Marshal Zhukov".

EDITORIAL BRANCH COMMENT

1. Field contributions to World Reaction Report on Paris NATO Conference. Particularly well-written and comprehensive roundups were filed by the East Coast and Okinawa Bureaus. The following comments on submissions by individual bureaus may be of help in subsequent productions. When bureaus have reports from communist sources, such as TASS and NCNA, of comment from noncommunist countries which are not available from other sources they should be included in the sections devoted to the countries but very carefully identified by source, e.g., NCNA reports of Burmese press comment and TASS items on Italian socialists' statements.

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Frankfurt:

The detailed analysis of East German press reaction, following the outline in the administrative message requesting Satellite coverage, was very useful in giving the best indication of European communist treatment of the NATO conference. The more concise presentation of West German radio and press reaction was also appreciated. When the bureau covers other countries such as Scandinavian press comment reported by DPA this should also be included in the roundup, which should always be written in the past tense.

London:

The unsolicited review of Soviet reaction was most useful in providing the framework for this section of the report. In the future, however, unless specifically requested, bureaus need only file communist comment from countries indicated in the message requesting field support for the report. These roundups should be written in the past tense.

Vienna:

The breakdown of the roundup according to political parties' reaction was well done. Roundups should be filed priority in order to reach headquarters by the deadline indicated in the requesting message. In the case in point, the Austrian roundup arrived over three hours late.

Mediterranean:

Roundup writers should exercise caution to include all key countries in the report. In this case, there was no section devoted to Israel, and the section on the Arab countries could well have been amplified.

West Coast:

In view of generally sparse Latin American reaction to world events, comment on the proposal to link NATO and OAS should have been described in the roundup. In recent months several consumers have requested fuller coverage of Latin American comment in these reports. When Peking comment is requested in the roundups, as a general rule the propaganda outlined in the regime's most authoritative voice, the PEOPLE'S DAILY, should be used as the basis for the section and other comment either compared or contrasted with it, instead of noting that the paper reiterated other material.

Tokyo:

The inclusion of reaction from the provincial press made for a much more rounded report. When feasible, this material should be included in future submissions.

Saigon:

The submission of a separate roundup on North Vietnamese reaction was appreciated.

2. DAILY REPORT and B-Wire usage generally is to use the title "prime minister" when referring to British Commonwealth leaders and "premier" in all other cases. In any case consistency should be maintained in any particular item when referring to the same person.

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3. Requests for the confirmation of figures which appear illogical or inconsistent should be referred to the monitor for a recheck of the original broadcast after it is established that the error is not merely typographical. If doubt as to the correctness of a figure persists, despite confirmation of the original rendering by the monitor, other broadcasts or press transmissions should be explored to determine if the mistake was made by the announcer.

4. Since economic abstracts can be checked for accuracy in the field before dispatch to headquarters, the use of both figures and confirming spelled out forms is unnecessary and undesirable.

5. West Coast Bureau

For the sake of consistency, it is recommended that the established higher precedence indicators rather than "urgent" be used when critical material is filed on the direct wire. When the material requires immediate attention, it should be preceded by three hand-keyed bells to alert wire room personnel. Bells alone without the higher precedence indicator should be used for uncritical material filed close to report deadlines which in the opinion of the field editor merits consideration for that day's DAILY REPORT.

6. German Bureau

The bureau occasionally still misfiles portions of the West German economic report. Especially is this true with respect to corrections. The specialized handling and distribution of this important product require that the entire report and all subsequent messages bearing on it be filed to RUEPSG.

RADIO PROPAGANDA BRANCH COMMENT

1. Editors are reminded of the importance of precision in editorial notations about portions omitted from translations of Soviet comment. The recent notation (Dulles speech quoted -- ed.), for example, was of no use to the analyst whose job it was to determine Moscow's reaction to the speech. It is almost always preferable that Soviet quotations of statements by U.S. officials be given in full, in order that distortions can be pinpointed. If the device of editor's note is used, the note should at the minimum indicate the length of the quotation and precisely which portion of the speech Moscow quoted.

ADMINISTRATION

1. On 3 December the DD/S approved the principle of converting FBID alien personnel from temporary appointive status to a permanent appointive status with attendant participation in the U.S. Civil Service Retirement System. On 31 December all overseas bureaus were informed that the conversion of eligible employees would be effective 9 March and that recommendations should reach Headquarters no later than 3 February.

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2. In order to expedite the handling of the Application for Employment, Form 1193, and other documents involved in the clearance of foreign applicants, it is requested that these documents be typed or printed in a clear manner.

3. Messages requesting expiration of contract leave orders for foreign nationals should include in addition to the information required for dependents, the point of hire, destination of traveler if different than the point of hire, date present contract expires/d, and date travel is to commence. It is not necessary to include annual leave balances on messages.

4. The following FBIS regulatory issuances were distributed during the month of December, 1957.

50X1

PERSONNEL CHANGES

1. Personnel Entering on Duty

Assignment

Mail and File Supvr.
Admin. Staff

Teleg. Typ. Opr.
WCB

Clerk-Steno
F.O. Staff

Teleg. Typ. Opr.
Edit. Br.

50X1

2. Reassignments within FBIS

From:

Editor
Lond. Bur.

To:

Editor
Wire Service

50X1

3. Transfers from FBIS

From:

Clerk-Steno
Edit. Br.

To:

Office of AD/O

50X1

RPB

O/TR

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4. Separations



From:

Clerk, RPB

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Engineer, WCB
(deceased)



ROGER G. SEELY

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